

City of Lowell
Job Posting
Please Post: October 25, 2016
Deadline: November 15, 2016
Lowell Regional Wastewater Utility
Electrician I

Job Title: Electrician I (2900-06, 2340)
Department: Lowell Regional Wastewater Utility
Reports To: Head Electrician; Maintenance Superintendent; Executive Director
Union: MVEA, Unit II
Salary: \$1,004.63 (min) to \$1,151.55 (max) weekly

SUMMARY

Ensure proper electrical maintenance of wastewater treatment facility and collection system, in a safe cost effective and efficient manner, complying with all regulations. Applicants must be able to perform electrical inspections, maintenance repair and rebuilding of operating and control systems, and industrial electrical systems.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Maintains Electrical Equipment:

- Responsible for electrical maintenance activities.
- Installation of new equipment.
- Maintenance, inspection, and repair of all existing equipment.
- Research and pricing of new equipment and repairs.
- Required to carry a City issued phone and respond to off shift emergencies.

Ensures Operation Of Electrical Systems And Equipment By:

- Completing preventive maintenance requirements on all equipment.
- Creation and completion of preventative maintenance work orders in the Utility CMMS.
- Assessing SCADA and controls equipment functions.
- Following electrical code, manuals, schematic diagrams, blueprints and other specifications.
- Troubleshooting.

Installs New Equipment By:

- Installing power supply, wiring, and conduit to and between equipment.
- Installing electrical and controls equipment.
- Utilizing all available equipment and tools.

Repairs Electrical System And Equipment By:

- Diagnosing malfunctioning apparatus such as transformers, motors, control circuits, Programmable Logic Controllers, vehicle wiring and lighting circuits.
- Determining faulty wiring.
- Inspecting equipment.

Control Downtime By:

- Informing Operations Department of electrical preventive maintenance and repairs.
- Monitoring code compliance.

Repairs And Replaces Faulty Electrical Components By:

- Using and testing equipment, hand and electrical tools to install relays, switches, motors, printed circuit boards and position sensing devices.
- Using a laptop to interface with electrical components to set parameters and determine error codes.

Programming Automated Equipment By:

- Operating and testing for malfunctions.
- Troubleshooting and setting up communications protocols.
- PLC and automation programming.

Maintains Electrical Equipment, Parts And Supply Inventories By:

- Checking stock to determine inventory level.
- Anticipating needed equipment, parts and supplies.
- Placing and expediting orders.
- Reviews invoices and generates specifications.
- Verifying receipts.

Conserves Electrical Maintenance Resources:

- Using equipment and supplies as needed to accomplish job results.

Provides Electrical Maintenance Information By:

- Answering questions and requests

Prepares Electrical Maintenance Reports:

- Collecting, analyzing, and summarizing information and trends.
- Filling out and creating work orders using the Utility CMMS program.
- Produce written reports and spread sheets detailing projects, repairs, and findings.

Maintains Technical Knowledge By:

- Attending educational workshops.
- Reviewing technical publications.
- Establishing personal networks.
- Maintain required licenses and certifications.

Maintains Continuity Among Work Teams By:

- Documenting and communicating actions, irregularities, and continuing needs.

Work Safely By:

- Knowing and following LRWWU safety rules and regulations.
- Attending in-plant and offsite safety seminars and courses.
- Reporting unsafe conditions.
- Consider safety aspects of jobs before performing or assigning them.

Maintains Electrical Equipment At Outlying Structures By:

- Knowing outside structure procedures, operation and purpose.
- Performing troubleshooting techniques.

Coordinate With Other City Departments By:

- Interfacing with other City department personnel.
- Making available needed resources.
- Participating in City emergency response efforts.

Fills In For Head Electrician By:

- Assuming Head Electrician duties and responsibilities.
- Coordinating all electrical maintenance activities.
- Delegating assigned duties.

Supervision Of Assigned Personnel:

- Supervisory responsibility of assigned personnel necessary to complete work and respond to emergencies.

Helps The Public By:

- Being courteous.
- Investigate complaints promptly.
- Assuring prompt action.

Maintains Clean Working Environment By:

- Performing or assigning housekeeping and custodial duties.

Contributes To Team Effort By:

- Accomplishing related results as needed.

SUPERVISORY RESPONSIBILITIES

May train and direct other Wastewater Treatment Plant Employees.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

- Two to Five years of experience in commercial / industrial electrical and instrumentation maintenance.
- Knowledge of State and Local Electrical Codes.
- Experience with the proper use of testing equipment, techniques, and tools used in electrical practice.
- Experience with PLC and SCADA controls desired.
- High School Diploma

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports, complete work orders, and correspondence. Ability to speak effectively before groups of customers or employees of

organization.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry. Ability to compute rate, ratio, and percent. The ability to draw and interpret graphs and trends.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

- **Possession of a valid Electrician Journeyman's license issued by the State of Massachusetts is required.** Possession of an Electrician Master's License is preferred.
- A valid Driver's License is required.
- Massachusetts Department of Public Safety Hoist/Hydraulic licenses are required but can be obtained within the first (6) months of employment.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to moving mechanical parts; high, precarious places; and vibration. The employee is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, outside weather conditions, extreme cold, extreme heat, risk of electrical shock, and explosives. The noise level in the work environment is usually loud.

The city of Lowell is a smoke and drug free employer and requires a physical with drug screen and CORI, post offer.

Qualified individuals should send application/resume with cover letter to the Human Relations Office, Mary Callery, HR Director Room 19 - City Hall, Lowell, MA 01852 by 4:00 PM: Deadline ~November 15, 2016. Applicants may also send application/resume with cover letter to fax 978-446-7102 or email to cityjobs@lowellma.gov
EOE/AA/504 Employer